

LSTA GUIDELINES
CONTINUING EDUCATION (CE) GRANTS FOR S.C. PUBLIC LIBRARY STAFFS/TRUSTEES
P.L. 108-81, As Amended -- Federal Fiscal Year (FFY) 2006 Program Funds

NOTE: References throughout this document are to chapters in the FFY06 LSTA Guidelines, available at <http://www.statelibrary.sc.gov/lib/lsta.html>. **Neither the preparation nor the submission of an application guarantees final approval of an LSTA CE sub-grant request.** A final decision concerning the approval of an LSTA CE sub-grant project is subject to the availability of funds. (See LSTA Guidelines, Chapter VIII, LSTA Sub-Grant Award Process)

I. Purpose

The South Carolina State Library awards grants to South Carolina libraries to improve library service through the training and continuing education of library personnel and trustees.

The specific objectives of the Career Education Services project are:

- To promote well-trained library boards.
- To provide training opportunities for library staff.
- To assist libraries in meeting South Carolina professional staffing standards.
- To promote improvement in library services.
- To encourage the development of library services to communities.

II. LSTA CE Sub-Grants Available to SC Public Library Staffs

TYPES OF CE GRANTS	LIBRARIES ARE ELIGIBLE TO APPLY FOR A MAXIMUM GRANT OF:
Continuing Education – In-state	Up to \$500.00 for registration and lodging expenses
Continuing Education – Out-of-State	Up to \$1000.00 for registration, lodging, travel (includes incidental expenses)*

III. LSTA CE Grant Requirements

- A. The library must meet all eligibility requirements for State Aid.
- B. Staff members must have been employed at least one year and must be working at least twenty (20) hours per week or be engaged in equivalent half time employment.
- C. Trustees must be currently serving or appointed to serve on a county or regional public library board.
- D. LSTA funds may not exceed 66% of the total cost of the CE event. Per federal guidelines a sub-grantee is required to contribute a portion of the total cost. Although in-kind support, e.g., staff time, may be factored in to meet the 34% required match, **cash support is the preferred match.** (See LSTA Guidelines, Chapter I, "Federal Share and Local Match")

IV. CE Grant Application Procedure

- A. Complete a Continuing Education application for each CE event of interest.
- B. **The library, not the participant, is the applicant.**
- C. The library director must sign each application.
- D. When the participant is the library director, the board chair must sign the application.
- E. **Submit the application to the South Carolina State Library at least four (4) weeks prior to the CE event.**

NOTE: Exceptions are considered on a case-by-case basis. Public library staffs should contact the South Carolina State Library's CE Coordinator to discuss individual needs or Felicia Vereen, Director, Library Development Services. (*See Chapter VII, "Key Staff Contacts" and Chapter XI, "SC State Library Staff Contact Information."*)

V. CE Grant Administration (*See LSTA Guidelines, Chapters VIII and IX, "LSTA Sub-Grant Award Process" and "Administrative Guidelines"*)

The South Carolina State Library serves as the official State Library Administrative Agency (SLAA) for the state of South Carolina. State Librarian Patti J. Butcher is the Chief Officer of South Carolina's SLAA.

The South Carolina State Library must approve all grants prior to the official start date of a CE event. Invoices with dates prior to the approval of a sub-grant award cannot and will not be approved for payment. **LSTA is a reimbursable program.**

An LSTA CE award is a contract, between the sub-grantee, i.e., the public library and the South Carolina State Library, stating that funds received will be expended as outlined in the approved LSTA CE sub-grant application.

An official sub-grant award contract, signed by the Director of the South Carolina State Library, is sent to the sub-grantee upon approval of a request. Once issued, the Grant Award Contract identifies (1) the award date, (2) the grant period within which the sub-grantee may carry out activities and charge costs to the award, (3) the official sub-grant award number (4) the project title and (5) due dates for interim and final evaluation reports. **By accepting the award contract the sub-grantee stipulates that it is understood that all obligations and activities will be completed within the Grant Award period and in accordance with all LSTA requirements.**

Changes to an approved LSTA CE Sub-Grant award require prior written approval from the South Carolina State Library. Changes implemented by the sub-grantee prior to approval by the South Carolina State Library are not LSTA reimbursable.

The South Carolina State Library adheres to all applicable LSTA requirements pertaining to travel and other CE reimbursements. *See LSTA Guidelines, "Appendices -- Allowable/Unallowable Costs -- Travel."*

VI. Reimbursements (*See LSTA Guidelines, Chapter IX, for reimbursement procedures and for guidance in preparing required documentation of expenditures.*)

LSTA is a reimbursable program. Reimbursements are made to sub-grantees (libraries) upon documentation (per LSTA requirements) of expenditure of funds. (*Use LSTA online forms "Request for Reimbursement", "Travel Support Document/Form", "Request for Transfers or Revisions in LSTA Project Budgets", etc. which are available at www.statelibrary.sc.gov/lib/funding.html.*) **The South Carolina State Library cannot and will not directly reimburse individual CE participants.**

VII. Evaluation Reports *(See LSTA Guidelines, Chapter X, “Sub-Grant Project Interim and Final Reports”)*

The participant must return to the South Carolina State Library a “CE Report and Evaluation” form *(available online)* for each LSTA funded CE event. **It is important that evaluations show specifically how CE events impact a staff member’s ability to improve service delivery to individuals within the library’s service area and specifically to the target group identified in the LSTA CE sub-grant project application.** For example, a participant attending a workshop on providing library services to the visually impaired created an outreach program, targeted at area social services staff working with the visually impaired, that led to increased use of large print and audio book collections.

When the time elapsing between the completion of an event and the due date of an LSTA evaluation report pose a problem for actual implementation and/or use of skills/knowledge obtained, the participant must document the expected long term impact of the LSTA funded event on the improvement of service delivery to the library’s clientele.

Participants may be required to submit an article, newspaper interview, or make formal or informal presentations at South Carolina State Library sponsored workshops and events.